

**Delaware Spatial Data I-Team**  
**Tatnall Building, Room 113**  
**William Penn Street, Dover**  
**3:00 p.m.**  
**September 20, 2001**  
**Minutes**

**I-Team Members Present:**

Connie Holland, Office of State Planning Coordination  
Nathan Hayward, DelDOT  
Nicholas DiPasquale, DNREC  
Thomas Jarrett, State CIO  
Dick Sacher, UD/RDMS  
Sandy Schenck, DGS  
Michael Ward, Kent County Planning (For Reed Macmillan)  
Tim Westbrook, New Castle County

**I-Team Members Absent:**

Dennis Norwood, Sussex County

**Others Present:**

Donald Burris, DelDOT  
Vince Rucinski, DelDOT  
N. V. Raman, DNREC  
Mike Mahaffie, Office of State Planning Coordination  
Dorothy Morris, Office of State Planning Coordination

**Welcome and Introductions**

Connie Holland began the meeting by asking everyone to introduce themselves.

**Background and Purpose**

Connie stated that the Governor has set as a task of the I-Team the goal of everyone creating or using data getting the same, up-to-date data.

Mike Mahaffie stated that the Delaware Geographic Data Committee (DGDC) voted to adopt nine basic layers as a Spatial Data Framework for Delaware. The task at hand is to do an annual report on the maintenance and updates to those data sets. He stated that he felt this committee should revisit all the data sets to determine if they should be part of the framework layers and then develop a maintenance plan for the layers.

Connie stated that all the players, counties, municipalities, or anyone else that creates data needs to make sure the data is updated and maintained and the state may need to enter into memorandums of agreement to make sure it happens.

Nathan Hayward asked that a problem statement be written to address the exact problems that this committee will work to solve. Mike Mahaffie stated that a problem statement was written in 1996 and that he could revisit it and bring it up to date. He added that that would be a useful way to start working on a mission statement for the I-Team.

Connie Holland stated that the base layers need to be determined and a mission statement needs to be completed.

Nathan Hayward made a motion, seconded by Thomas Jarrett and unanimously approved by all members present, to create a problem statement with supporting paperwork before the group goes any further.

Nathan Hayward asked Mike Mahaffie to prepare the problem statement.

### **Delaware Spatial Data Framework Update**

Mike Mahaffie went over the framework layers with a PowerPoint presentation. Mike listed the layers that had been adopted and noted who are the “stewards” of each data set, as he understands them. Sandy Schenck stated that the I-Team should establish who the stewards are and work to get those relationships formalized.

Nathan Hayward stated this is an example of a possible problem – keeping track of and maintaining the framework layers to include the natural and the manmade additions and deletions.

Nick DiPasquale stated that the jurisdictional lines needed to be updated. He stated that DNREC would like to use these for predictive purposes.

Nathan Hayward stated that if this group is trying to do something useful, it needs to begin to update and maintain all the data, including subdivisions and landmarks.

Tim Westbrook stated that the connection between the layers is an issue that needs to be worked out.

### **Draft Orthophotography Request for Proposals**

Mike Mahaffie went over the draft RFP for new orthophotography. Mike named the group that the DGDC had set to review the proposals once they come in and asked that the I-Team approve this group. That group includes Mike Mahaffie, Tim Westbrook, Sandy Schenck, Vince Rucinski, Dave Carter, Debbie Sullivan, and Mark Davis.

Sandy Schenck made a motion, seconded by Nick DiPasquale, that the review committee named be accepted with the addition of N.V. Raman. The I-Team unanimously accepted this motion.

A motion was made by Nick DiPasquale, seconded by Thomas Jarrett and unanimously approved by all members present, that Mike Mahaffie to move forward with the RFP.

Nick DiPasquale asked if future orthophoto updates were built into the RFP. Mike Mahaffie stated that they were not and that the funding of updates needed to go through the Budget Office and legislature so that they could be regularly funded.

### **Other Business**

It was discussed that the I-Team would meet as needed with the next meeting being in early November.

Thomas Jarrett stated that information needed to be updated and the updates needed to be dependable. Mike briefly went over the DataMIL, which will be an on-line laboratory that will help keep the information updated. A more detailed presentation on the DataMIL will be made at a future I-Team meeting.

Nick DiPasquale asked if regular data updates would require additional personnel. Mike Mahaffie stated that he was unsure. Sandy Schenck stated that there would be no quick fixes but that once we do the orthos and get everything online it will be done and will only require updates as changes happen.

There being no further business, the meeting adjourned at 4:35 p.m.